

May 5, 1983

PRINCE GEORGE'S COUNTY  
OFFICE OF CENTRAL SERVICES  
ADMINISTRATIVE SERVICES DIVISION  
RECORDS CENTER

SCHEDULE  
NO.

C-520 A

RECORDS RETENTION AND DISPOSAL SCHEDULE

PAGE

NO. AMENDMENT #1

Office of Central Services

Div. of Procurement & Materiel Management

DEPARTMENT/AGENCY

DIVISION

ITEM  
NO.

DESCRIPTION

RETENTION

AMENDMENT TO RETENTION SCHEDULE NO. C-520

ADD ITEM #12 - Inventory Receiving Files consisting of copy of the purchase order, machine-generated receiving report, vendor's delivery ticket and the processing noun control sheet for items received thru Central Receiving.

Cut off at end of fiscal year, retain for three (3) additional years; then destroy.

SIGNATURE

TITLE OF DEPT/AGENCY REPRESENTATIVE

DATE

SIGNATURE

COUNTY RECORDS MANAGER  
~~XXXXXXXXXXXXXXXXXXXXXXXXXXXX~~

June 10, 1983  
DATE

Schedule Authorized by Hall of Records Commission

SIGNATURE

TITLE

DATE

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